MEDI-CAPS UNIVERSITY, INDORE

Minutes of 7th meeting of Internal Quality Assurance Cell

Friday, July 08, 2022

Date: 09.07.2022

7th Meeting of Internal Quality Assurance Cell was held on July 08, 2022 (Wednesday) at 11:00 a.m. at the University Board Room.

Following members attended the meeting:

Name	Designation/Capacity	Position
Dr. Dilip K. Patnaik	Head of the Institution: Vice-Chancellor	Chairperson
Mr. Gopal Agrawal	Nominee from Governing Body	Member
Mr. Palash Garg	Nominee from Governing Body	Special Invitee
Dr. D.K. Panda	Pro Vice-Chancellor	Member
Dr. Ankur Saxena	Registrar	Member
Dr. S.C. Sharma	Nominee from reputed research bodies	Member
Mr. Yatish Mathur	Nominee from Employers/Industrialists/Stakeholders	Member
Dr. Sunil D. Upadhyay	Senior Teacher	Member
Dr. R.S. Tare	Senior Teacher	Member
Dr. Suresh Jain	Senior Teacher	Member
Dr. Sanjay Jain	Senior Teacher	Member
Dr. Preeti Jain	Senior Teacher	Member
Dr. Shilpa Tripathi	Senior Teacher	Member
Dr. Shweta Rathi	Senior Teacher	Member
Mr. Sourabh Dave	Nominee from Alumni	Member
Mr. Sanjay Dhare	CFAO	Special Invitee
Ms. Unnati Bokhariya	Nominee from Students	Member
Dr. Naveen Dhingra	Coordinator IQAC	Special Invitee
Dr. Saurabh Jain	Coordinator IQAC	Special Invitee
Dr. A.A. Koser	Director IQAC	Member Secretary

IQAC 7.1 Opening remarks of Chairman

The meeting was opened by the Chair by welcoming all the members and invitees.

IQAC 7.2 Leave of absence:

Following members were granted leave of absence:

1. Mr. Gopal Agrawal
2. Dr. S.C. Sharma
3. Mr. Yatish Mathur
4. Dr. S.D. Upadhyay
5. Ms. Unnati Bokhariya
6. Mr. Sanjay Dhare
7. Mr. Sourabh Dave

IQAC 7.3 Confirmation of Previous meeting of IQAC

No comments /observations have been received on minutes of the 6th IQAC meeting held on March 30, 2022. IQAC committee confirmed the minutes of 6th IQAC meeting.

IQAC.7.4 Action Taken Report of 6th Meeting of IQAC

S.No.	Agenda Item	Decision taken in the Meeting	Responsibility	Action Taken	Remark	Discussion/Targeted timeframe for completion
I	IQAC-6.4a SWOT analysis presentation	SWOT of university to be completed till April 15, 2022	IQAC	Prepared and shared with higher authorities	Completed	SWOC is to be circulated to all IQAC board members for suggestions/inputs.
II	IQAC 6.4b Signing more MoUs	Separate activity calendars to be prepared for the MoUs to take maximum possible benefit.	Prof. In-charge Collaborations/ Deans/ HoDs	Calendars have been prepared for 6 MoUs. For rest, work is going on.	Partially completed.	Calendars to be prepared MoU wise. They are prepared month wise till now.

		It was suggested to plan month-wise activities with the Universities and Industries where MoUs have been signed by the end of April 2022.				
III	IQAC 6.4c Training for faculty	NITTTR offline FDP on induction, which could not be arranged in January 2022 due to Covid related restrictions to be rescheduled in June 2022	IQAC	Planned from July 18 to 29, 2022	Completed	It was appreciated and the IQAC board wished success of the program.
	IQAC 6.4c Training for faculty	Faculty members trained by Infosys on soft skills in January 2022, to train other faculty members.	IQAC	A series of such sessions have been conducted.	Completed	It was appreciated and suggested to have feedback of the event.
IV	IQAC 6.4d	To be done by the end of April 2022	IQAC	Installed in Electronics Engineering department	In Process, will be complete	It was suggested to get it done before forthcoming NAAC team visit.

				as a pilot project. Ready for 4-5 other departments after that.	d by the end of July 2022 for all 17 departments	
	Installation of display boards of Vision, Mission, PEOs, knowledge walls of departments					
	IQAC 6.4d Installation of display boards of Vision, Mission, PEOs, knowledge walls of departments	It was also suggested that students and faculty members should remember our Vision/Mission by heart. For that to happen, it was suggested to refer the matter to AC to including questions on university and department Vision/Mission and PEO/PO/PSO in the question papers with appropriate weightage	IQAC	Idea has been included in agenda of IQAC to put up in next AC meeting	In Process	Idea has already been included in agenda of IQAC to put up in next AC meeting
V	IQAC 6.4e	It was suggested to	IQAC	Purchased and being	Completed	It was appreciated.

		purchase the data parking software (NAAC accreditation management software) and use to prepare and assess NAAC SSR		used		
VI	IQAC 6.4f Formation of student council	Formation of student council as per UGC norms to be completed till mid-April 2022	IQAC/ DSW	Policy has been revised and formation is in process.	In process (will be formed till end of July 2022)	Policy and formation to be put up in the next AC meeting.
VII	IQAC 6.4g Energy, Green and Environment audits	It was planned to show the reports and certificates in next IQAC meeting.	IQAC	Certification has been received.	Completed	It was highly appreciated.
VIII	IQAC 6.4h Implementation of remaining SOPs/policies	It was decided to put up remaining policies for approval in next Academic council. ▶ Research-Incentive for publication,	IQAC	Following SoPs/policies have been prepared and put up for approval from higher up: ▶ Research Incentive for publication ▶ Consult	Completed	It was suggested and decided to put up all the policies to AC.

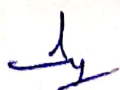|					
		▸ Research Journal ▸ Field Visits and Projects ▸ Consultancy ▸ Categorization of students and action ▸ Scholarship for PhD ▸ E-governance ▸ Divyangjan ▸ Environmental Sustainability		ancy ▸ Categorization of students and action ▸ Scholarship for PhD ▸ E-governance ▸ Divyangjan ▸ Environmental Sustainability	
IX	IQAC 6.4i Students' information tab to be created in students' ERP login for easy and convenient access to all the notices and	It was suggested to work with the website administrators to create appropriate tabs for easy and convenient access to all the notices and circulars.	IQAC/ Student nominee	IQAC has called few meetings of website administrators. Channel App is being used on trial basis.	In Process as major overhauling is going on in university website.	It was decided to discuss with Pro Vice Chancellor and finalize the meeting schedule of all the faculty members with Channel App team before the commencement of next odd semester.

	circulars					
X	IQAC 6.4j Guest house facility for alumni	Registrar office to create. A note from IQAC has been given to Registrar office. Registrar office was expected to get it completed till mid-May 2022	Regist rar	Facility creation is in process	In Process	It was discussed that the proposed guest house would not available only for alumni. Rather, the guest house facility would be available to all the stack holders on payment basis. A proper system to be developed for its utilization and maintenance. It was reported that the facility would be created by September or October 2022.
XI	IQAC 6.4k Revenue generati on by the departm ents	It was suggested to generate revenue by conducting FDP, VAC, STTP, consultancy etc. Releasing idle resources and leasing existing resources whenever possible are some other means. Apart from monetary benefits, CSR activities can also be done for improving visibility	Deans/ HoDs	Deans/HoDs are working on the issue and have started doing the needful.	In process	It was informed that around Rs. 3000 (Eduskill associated) and Rs. 2000 is being charged for the summer internships given by Medi-Caps University. A good number of students have registered for the same. Many departments have run VAC already and are planning for more such courses. The overall status is satisfactory. Various courses and programs were reported. It was also suggested to prepare flyers and other publicity documents and share online to all the colleges and universities across the world. Additionally, it was suggested to admission team to go to local and nearby colleges and universities with physical publicity material and promote.
XII	IQAC	It was	Regist	The venue	In	Delay in the proceedings were noted

| | 6.41

Creation of Hall of Fame | suggested to create "Hall of Fame "where all the achievements and developments of Medi-Caps (2000-2021) should be displayed. The Council discussed and agreed upon it. It was suggested to establish it near admission building which is a high footfall area. | rar | has been identified. Will be discussed in Academic Council. | Process | and discussed. A discussion on the choice of venue took place. Room no 205 B-Block and two halls on ground floor of Pharmacy building (P-Block) were discussed and it was decided not to allocate them for proposed Hall of Fame.

It was agreed upon to build an additional dedicated hall of 2000-3000 sq.ft. for the purpose before NAAC peer team visit (tentative) in October 2022. Matter is to be put up to AC. |
| XIII | IQAC 6.7.6

Mock NAAC visit of RSCoE Pune team in May 2022 first half | It was just reported. No discussion was done. | IQAC | Since year 2021-22 had been included in NAAC SSR of late (in the last IQAC meeting), SSR would now be finalized after completion of all the activities of the year only by the end | In Process | - |

				of July 2022. The team would be called after that.		
XIV	IQAC 6.8.3 Dean's List	It was proposed to introduce the concept of Dean's list. Top five students doing better in academics and extra and co-curricular activities from each program every semester may be included in the list. It was decided to put up the idea in Deans' council for discussion on SoP and bring the same to IQAC again.	Deans/ IQAC	Discussed in Deans Council. SOP will be prepared and put up in next AC meeting.	In process (will be completed till July end 2022)	It was discussed and agreed upon that five students may be chosen from each department in a particular year/semester. The proposal is to be put up to AC.
XV	IQAC 6.8.4 Faculty training in	It was discussed to create a cell under DoPA for the same.	DoPA and Planning & Development	To be discussed	In process	DoRA is to take care of faculty training in writing patent/research paper/copywrite/article. Such training programs are suggested to be conducted separately for each

	writing patent/research paper/copywrite/article	Deans' council would approve whether to have a cell to guide the faculty members in writing or not.	t Board			faculty.
XVI	IQAC 6.8.5 Annual Activity Calendar of each department	It was discussed and agreed upon to create annual activity calendar by each department. It was suggested to take annual academic calendar as base and include departmental events in it. Monthly activity plan that the departments are already preparing should be reflected in the annual activity calendar	HoDs	Heads are informed for the same. Will be completed before the start of next semester.	In Process	-

XVII	IQAC 6.8.6 Appointment of student counsellor and faculty counsellor.	The work was forwarded to DSW	DSW	DSW has discussed the matter.	In process	It was informed that part-time counsellor would be available in the university health centre on every alternate day of the week. For remaining days, a doctor would come and give services. It was suggested to DSW to sensitize faculty members and students and to prepare a SoP and present in next IQAC meeting. Policy is to be put up to AC for approval.
XVIII	IQAC 6.8.8 Alumni-mentor assignment	It was discussed to associate alumni with students. Per 10-20 interested students one interested alumni can be associated. Willingness of the alumni and students can be collected through google forms. Thereafter, alumni can be asked to plan the activity Members were asked to share their suggestions with Director IQAC. These would be	IQAC	The process has been initiated.	In Process	It was informed that alumni are coming forward for it. Though the number is less at the moment, it is targeted by the alumni association to improve the linkages.

		discussed in next IQAC meeting.				

The Action taken report was discussed and approved by the committee.

IQAC.7.5   **Approval Items**

No items were there

IQAC.7.6   **Ratification Items**

No items were there

IQAC.7.7   **Reporting Items**

IQAC.7.7.1   Visit of Green Auditors' team in April 2022: It was reported that University had received Green, Energy and Environmental audit certificates from an external auditing agency. Relevant certificates and reports were shared with all the IQAC members.

IQAC.7.7.2   Visit of Dr. Saurabh Jain IQAC Coordinator to IIT Delhi and IMS Ghaziabad in April 2022: Objectives, learnings and outcomes of the visit were discussed. It was appreciated that university is taking such initiatives.

IQAC.7.7.3   International Symposium on "Intellectual Property Rights and Research Ethics" in April 2022: Report of the event was shared.

IQAC.7.7.4   Short term skill development program on "Soft Skills and quantitative skill development" in May 2022: Report of the event was shared.

IQAC.7.7.5   Visit and expert talk of Dr. A.A. Koser IQAC Director to Sunway University, Malasiya in June 2022: Report of the event was shared. Dr. Koser was appreciated by all.

IQAC.7.7.6   **Submission of NAAC SSR:** Since the make-up semester result will be declared by end of August 2022, it is planned to go for the HEI registration in September 1st week.

IQAC.7.7   **Report of the** visit of external expert Dr. Pratosh Bansal to review NAAC SSR on June 30,2022 was reported and appreciated.

IQAC.7.8   **Any other item with the permission of the chair.**

- DMR (Department Management Register) format was discussed. It was decided to implement the system from next semester after the approval of Academic Concil.
- Medipods: It was reported that Medi-Caps University in collaboration with Inpods Pune would develop some MOOC courses and training modules on NAAC accreditation process. These programs would be publicised and be offered for others which would be helpful in perception and revenue as well.
- MU Exit Interview Form was discussed and some corrections were suggested. After making suggested changes, the same would be ratified and implemented. It was discussed that this activity would certainly benefit the image of the University and attract good staff to join the team.
- Industry Academic Collaboration: It was reported that faculty members of the university would go to industries for a month or so to understand the working of the industries. After taking inputs from these visits, appropriate changes in the teaching-learning methodology, curriculum etc. could be done for the betterment.
- **NAAC SSR Review:** It was discussed and agreed upon that the draft of NAAC SSR of the university is to be shared with all the members of IQAC board for their inputs. It is to be done in August-September 2022, before submission of SSR to NAAC.

IQAC.7.9   **End of Meeting.**

The Chair applauded the council members for their keen participation and inputs for the quality improvement of the University in all the aspects.

The meeting ended with a vote of thanks to the Chair.

Dr. A.A. Koser
Member Secretary and Director IQAC

Dr. Dilip K. Patnaik
Vice-Chancellor and Chairperson